

# EMERGENCY PREPAREDNESS PLAN . . . A TIP SHEET

## Nursing and Patient Care Services

### Be prepared and take action TODAY!!

- + Familiarize yourself with the Clinical Center Emergency Plan (<http://intranet.cc.nih.gov/od/emergencyplan/>) **today!!**
- + Bookmark this website on all unit computers.
- + Discuss the plan during each shift report until all staff are familiar with their roles and potential roles. Consider doing this on a monthly basis.
  - **CODE YELLOW** is the code that will be announced over the central paging system to alert staff that the Clinical Center Emergency Management Plan has been activated. Code yellow indicates a significant imminent threat to the facility and its occupants. If the emergency situation is local, refer to your department's emergency procedures or to instructions listed in the NIH phone book. Upon activation of the Emergency Management Plan:
    - All staff should contact their Department Head or supervisor to receive further instructions regarding the emergency.
- + The Clinical Center Office of the Director will establish the Hospital Communication Center and direct operations of the emergency from that location. The Fire Department is "in charge" at the scene. Dr. Gallin or the incident commander gives organizational direction in collaboration with the fire department. When the fire alarm is activated in a patient care area, it is the responsibility of the of the nurse manager/designee to initiate an evacuation of their area should harm to patients be imminent.
- + Unless otherwise directed, the Admissions Office (6-3315) is the location of the Nursing Resource Center during an emergency and/or any disruption in utility services. Information about patient status and staff resources will be coordinated at this location.

### Steps you take in the event **CODE YELLOW** is called:

- + If you discover a fire emergency (**Paging 100**):
  - Rescue - move anyone in immediate danger to safety and notify others in the area;
  - Alarm - activate the nearest fire alarm pull station and call 911 (building, floor, and room number);
  - Confine - confine the fire by closing doors. If possible, turn off all gas and electrical appliances.
  - Evacuate - proceed to nearest refuge area or exit and then direct the Fire Department to the scene of the emergency.
- + If you discover a chemical, radiological, or biological emergency:
  - Call 111 if there are victims in need of immediate medical attention and 911 to immediately report the event.
  - Resist your instinct and do NOT approach the scene of the emergency or the disaster victims until directed by a rescue worker.
  - First responders will provide care to the victims.
  - Reassure victims, if possible, that help is on the way.

- Do not attempt to clean up suspected material.
- Make a list of all individuals who may have been in the room and in the area when the exposure occurred and give this list to the first responders.
- Close access door to your unit.
- Move away from the presumed agent and seal the room behind you if possible or move to a location in the room that is far from the exposure source as possible.
- ✚ In all areas, when the nature of the emergency is announced (**Code Yellow** or **Paging 100**), the Charge Nurse assigns the following tasks:
  - Clear hallways of all obstacles no matter where the location of the event.
  - Close all patient doors no matter where the location of the event.
  - Account for all patients, visitors, and staff. Assess for patients' essential care needs.
  - In a **Code Yellow** ONLY, a Disaster Patient Data Sheet will be available to assist you in this process in documenting your patients' essential care needs.
- ✚ Prepare to evacuate depending on the nature and location of the emergency. The Charge Nurse assigns the following tasks:
  - Staff who will receive patients at the refuge site. At the refuge site, a charge nurse will be identified to coordinate the relocation of "refugees" and the provision of patient care and staff assignments.
  - Staff who will transport patients & visitors to new location. When you transport a patient to a new location, you will take the medical record, unit chart, and all available medication.
  - Staff who will care for patients remaining on the unit.
  - Staff who will "sweep" the unit after the evacuation to be sure no one is left behind. This is performed by Nursing when the Fire Department is unable.
- ✚ If you evacuate and once the evacuation is completed, the charge nurse will also use the Disaster Patient Data Sheet to confirm that all have safely made it to the refuge site.

**You can expect to receive more information as it becomes available:**

- ✚ The Clinical Center Emergency Preparedness Flipchart - reference tool to determine appropriate course of action in an emergency.
- ✚ N&PCS Policy: Emergency Management Plan - companion document to the CC's Emergency Plan
- ✚ Census Data Sheet - tool used to account for patients, visitors, staff, and patient care needs
- ✚ Activation of a Telephone Tree - staff recall process
- ✚ Unit Evacuation Plans - plans used to outline available evacuation routes
- ✚ Disaster Drills - practice till we are confident!